

UNISON Higher Education Service Group Conference

Conference agenda and guide

Thursday 11 January 2018

Crown Plaza,
Trinity Street,
Chester,
CH1 2BD



Welcome to the UNISON's Higher Education Service Group Conference

To everyone attending UNISON's 2018 Higher Education Conference – I want to wish you a warm welcome. Whether you're attending for the first time or have attended many times, I hope you'll participate in the vital debates.

As a member-led union, the direction of our union is defined by you. The debates that take place in the coming days are important not just to those of you attending this conference, but to everyone working in the sector and everyone who is reliant on the services you provide. Working together, we're in a great position to make a difference to the jobs and lives of those working in the sector today and those that follow.

Of course, we are facing difficult times, and have many challenges to overcome. For too long, Higher Education staff have fought against redundancies, outsourcing and ever greater workloads – constantly being forced to do more with less. At the same time, Vice Chancellor's salaries continue to rise to unjustifiable levels.

Our members should not be forced to work harder for less – with many dependant on food banks and other handouts – whilst Vice Chancellors cream off incredible sums for themselves. That's why it's vital that our union is standing up for your pay – and that's what our Pay Up Now! campaign is all about. We're standing up for everyone who has been denied the pay rise they need and deserve. We're taking the fight to the government locally and nationally. And we're showing the government the impact their brutal pay policies have had on vital local government workers.

So the year ahead won't be easy, and there are many hard-fought battles ahead of us, but our union has shown that we fight, we can win. Our victory on Employment Tribunal Fees – one of the biggest employment cases in British legal history – showed that we are on the right side of the arguments.

UNISON will continue to challenge and fight against injustice in society and injustice in Higher Education. At the same time, we will also stand up for all that makes your sector special and worthy of its "world class" status.

All this and more will be discussed over the course of this conference. You are here to lay the foundation for a better 2018 and help build a stronger union for the future.

I hope that you enjoy the conference.



Dave Prentis
General Secretary

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1 Guide to Conference Procedures

a) The Higher Education Standing Orders Committee

The Standing Orders Committee is responsible for the running of conference in accordance with Rule P (See p.54 of UNISON's Rule Book).

The Conference is convened in accordance with Rule D.3.4.1 (p.44 of this conference guide).

The Chair of the Committee will report to Conference at its start. The first SOC report will be available at the commencement of Conference. Conference will be asked to approve the report, which will detail any changes in programme, emergency motions and procedures.

Subsequent reports will be moved as necessary.

The Standing Orders Committee is responsible for the running of conference in accordance with Rule P. 2. (See p.54 of UNISON Rule book). It is convened in accordance with Rule D. 3.4.4. (See p.44 of the conference guide).

b) Order of Business

The Order of Business is set out on page 11 and is subject to change by the Standing Orders Committee, with the agreement of Conference. At the start of Conference the first Standing Orders Committee report will be moved and voted on.

c) If you want to speak

We want to encourage as many people as possible to speak in debates at Conference. The rostrum control staff at the front of the hall can also give advice. There are reserved seats at the front of the hall for people waiting to speak so that it is easy for the Chair of Conference to call speakers in the right order and ensure there is a balanced debate.

d) Service Group Executive Policy on Conference Motions and Amendments

The Higher Education Service Group Executive (HESGE) announces its policy on Motions and Amendments in advance of each motion. Here is a brief explanation of the different policy positions. SUPPORT	In favour
SUPPORT WITH QUALIFICATIONS	In favour of main points but with some reservations
REMIT	Refer to HESGE for further consideration
SEEK WITHDRAWAL OR OPPOSE	Ask Branch etc. to remove from Agenda, usually in favour of another position, otherwise oppose
OPPOSE*	Against
LEAVE TO CONFERENCE	No position
DEFER	Awaiting more information prior to taking a position
TO BE ADVISED	Not yet discussed.

* Where the HESGE opposes a motion, but supports one or more amendments to the motion, this indicates that the HESGE will change its position on the motion if the amendment or amendments are carried.

e) Annual Report

The annual report of the Higher Education Service Group Executive will be moved after the Chair's address. The Service Group Executive will introduce the report, updating it as necessary.

Branches should have submitted any questions on the annual report in writing by **5pm, Friday 5 January 2018** addressed to the Senior National Officer for Higher Education, Donna Rowe-Merriman at UNISON Centre. Branches will be allowed to ask questions on the Annual Report from the Conference floor only as supplementary questions to the written questions submitted as above.

f) The Chiring of Conference

The conference will be chaired by **Margaret McKee, President and Gordon McKay, Senior Vice president**. The chair's role at conference is set out in the rules and standing orders and his/her ruling shall be final in accordance with Rule P.6 (see p.47 of the conference guide).

The chair will announce the service group executive policy before each motion.

g) Visitors to Conference

There are a number of visitors to conference, who are welcome but must not participate in conference business or seek to influence it.

Visitors will be seated at the back of the conference together with sharers.

If conference goes into closed session, visitors may remain in the hall on production of their UNISON membership cards.

h) Delegate's Credentials

Please remember that you will need a passport size photograph to be attached to your credentials, which should be worn at all times while at the conference.

i) Collections

Only official collections, approved by the Standing Orders Committee, will be allowed at the conference and will be announced by the chair.

j) Distribution of Leaflets and Publicity Material

Only materials approved by the Standing Orders Committee (SOC) can be distributed within the conference hall. Any such material must be provided by those wishing to distribute it in the relevant accessible formats.

k) Progressing Business

If a delegate is not present in the hall to move their motion, it will fall.

Pages 44 - 51 of this guide set out the rules and procedures that govern conference. They include voting methods, changes to the agenda, procedural motions, points of order, unfinished business and suspension of standing orders.

l) Card Votes

It is important to conduct card votes in an orderly fashion. Delegates should keep cards with them and should try to remain in the hall at the time a motion is close to the vote.

There is no provision for a card vote to be suspended on the grounds that voting cards have not been collected and therefore branches must ensure that their delegate(s) have collected the book of voting cards prior to the conference commencing. Furthermore, it is essential that a branch delegate is available to cast the branch vote at any point during all conference sessions.

Delegations are responsible for their own voting cards. If a branch has a problem concerning card votes this should be resolved with the conference office before the conference starts.

m) Speaking at Conference

The mover of a motion or amendment can speak for up to FIVE MINUTES. Subsequent speakers can speak for up to THREE MINUTES. No one can speak more than once in a debate, except the mover of the motion who can exercise a right of reply.

Speakers should come to the front of the hall in good time. A row of seats is reserved for speakers 'for' and 'against' the motion and for the right of reply speaker. The rostrum control steward will advise. Speakers should give their name and branch and whether they are moving, supporting or opposing the motion.

When the green light changes to yellow, there is one minute left. The red light shows that the speaker's time is up.

n) Conduct during Conference

It is important that conference is conducted courteously and in accordance with UNISON's Rules.

Racist, sexist, homophobic, or other discriminatory language or behaviour will not be tolerated.

The Chair of Conference can instruct a speaker to discontinue their speech and can exclude them from further participation. It is hoped that delegates will support each other and that conference will be friendly and enjoyable as well as constructive.

All delegates, visitors, staff and facilitators are expected to behave in a courteous manner. Aggressive, offensive or intimidatory language or behaviour will not be tolerated. This applies to all aspects of communication, including social media. Complaints will be treated seriously and may be dealt with under the union's disciplinary procedures.

As trade unionists we do not expect any of these problems to arise. However, your regional representatives are available in the first instance for advice and support at this conference. Issues of unsatisfactory conduct by anyone attending conference can also be raised with the conference office.

o) Personal Security and Safety when attending UNISON Conferences

When it comes to personal security and safety attending Conference is just like visiting any other UK town or city.

The aim should be to minimise risks when it comes to safeguarding personal items of property and valuables and your own safety in relation to:

where you stay; around the town; in the conference centre.

We therefore recommend that whatever environment you are in it is essential for your own safety and security that you:

- be alert;
- be aware;
- be careful;
- be sensible.

Security points

The points you need to consider are:

Do not leave money and valuables unattended unless they are stored in a secure place (either at the hotel or in the conference centre).

Be alert and careful when travelling about and visiting different venues in the conference town - try not to be alone.

Park your car in a secure area and keep your car keys in a secure place.

Use only official taxis and pre-book wherever possible.

Hand in your hotel keys properly (do not leave on reception desk).

If you are subject to theft or assault please report it straight away to the police and let the conference office know as well.

p) Filming, recording and photography at UNISON conferences

UNISON's conferences are a key part of our democracy. Delegates are able to make their voices heard and to vote on the policies which will govern our union's policy and campaigns.

As such, we want all our members to know about conferences and how important our democratic systems are – we believe this is an important part of being an open, democratic organisation. However, we also value the privacy of our members.

National Delegate Conference, Local Government Conference, Health Conference, National Black Members' Conference, National Women's Conference, National Disabled Members' Conference, National Lesbian Gay Bisexual & Transgender Conference are filmed throughout on behalf of UNISON. This footage provides a vital record of conference for internal use; and some footage may be used on our website to promote UNISON and our democratic processes.

UNISON accredited photographers may be taking pictures of the main debates, fringe meetings and other public areas at all UNISON Conferences. These photographs may be used in the union's publications for members or on our website, social media sites e.g. Facebook and Twitter, to promote the union.

If you are not happy to be filmed or photographed:

1. In an individual circumstance i.e. the photographer is taking a picture of you specifically - request that your photograph not be taken or used.

2. And you are approached for a photograph or a video interview, say that you do not wish to be photographed or filmed.
3. And want to ensure that your image is not included in any group shot taken in the conference hall - i.e. an image of your delegation or the delegates as a whole - please speak to the Chief Steward or any of the staff in the Conference Office.
4. If you want to speak in a debate, but do not wish to be included in the recorded and live feed filming, please speak to rostrum control who will ensure that the filming does not include you.

If you are planning to use a camera at a conference (with or without voice recording) for the purposes of using the images and/or sound on behalf of the union, whether employed by UNISON or as an activist who may be using the image in a branch, regional or sector newsletter:

1. Always ask an individual for their consent.
2. Explain the use of the picture e.g. these images may be used by UNISON in our own publications or on our website to illustrate conference.
3. And it involves a large group - images of a delegation or the whole of the conference floor etc - you clearly cannot seek individual permissions. Instead, a statement will be posted at conference explaining that the event will be photographed/filmed and individuals who object to being included in this will be told who to speak to in order to resolve their concerns.

Health and safety information

Making UNISON conferences a healthy and safe environment UNISON has in place a health and safety policy which applies to all the activities that it undertakes, including the organisation and administration of all its conferences.

UNISON is committed to its responsibility to provide delegates, sharers, visitors, and staff to conferences with a healthy and safe environment. UNISON will comply with all health and safety statutory requirements and codes of practice, as well as our own policies and procedures.

To fulfil its commitment to ensuring that our conferences are healthy and safe environments UNISON works closely with representatives of its staff, venue management, contractors and all service providers. In the event of any health and safety issues and problems arising, these should be directed immediately to a member of staff or raised direct with the conference enquiry desk.

Throughout conference UNISON continually monitors the venue and its environs, often in conjunction with a staff health and safety representative, to maintain and ensure a healthy and safe environment.

Accidents/injuries/near misses

Please report any accidents/injuries/near misses to the conference enquiry desk, where they will be recorded on an incident form or in the accident book. Where appropriate,

these will be investigated, and the necessary remedial action will be undertaken.

Evacuation procedures

A pre-recorded message will be played before the start of conference each day, with a summary of the evacuation procedures detailed on a large screen. Please take time to familiarise yourself with this information.

2 Order of Business

Thursday 11 January 2018

- | | |
|---------------|--|
| 10:00 – 12.30 | Opening Remarks by the Chair of Conference
Standing Orders Committee Report Number 1
Higher Education Service Group Executive Annual Report 2018
Motions and Amendments |
| 12:00 – 12:30 | Speaker John de Pury from Universities UK |
| 12:30 – 14.00 | Lunch |
| 12.35 – 13.05 | Fringe meeting on “Mental Health in the work place” |
| 13.10 – 13.30 | Black Members Caucus (Venue - Kings Suite) |
| 13.35 – 13.55 | LGBT Caucus (Venue - Rothesay) |
| 14:00 – 17:00 | Motions and Amendments |

3 Conference Motions and amendments

These are the motions and amendments approved for the 2018 Higher Education Service Group Conference. Below is the order that they will be heard at Conference.

No	Subject	Submitted by
1	Fair Pay for the many not the few	<i>Higher Education Service Group Executive</i>
2	Senior Management Pay	<i>Cymru/Wales Region</i>
3	Fair pay in universities	<i>National Women's Committee</i>
3.1	Fair pay in universities	<i>Higher Education Service Group Executive</i>
4	We Need Pay Ratios in Higher Education	<i>University of Bath</i>
5	Engaging Higher Education members for LGBT equality	<i>National Lesbian, Gay, Bisexual and Transgender Committee</i>
6	Pay and the Impact on Black Staff	<i>National Black Members' Committee</i>
7	Increasing participation of young member	<i>Nottingham University</i>
8	Higher Education and Voter Registration	<i>Manchester Metropolitan University</i>
9	Higher Education Lesbian, Gay, Bisexual,	<i>National Lesbian, Gay, Bisexual and Transgender Committee</i>
10	Higher Education Role Analysis (HERA)	<i>University of South Wales</i>
11	Higher Education Service Group Executive Accountability	<i>University of Brighton</i>
12	No to excessive pay awards for Vice Chancellors and senior managers	<i>Manchester Metropolitan University</i>
13	Putting Vice Chancellors' (VC) Pay in Perspective	<i>University of Brighton</i>
14	BrHExit	<i>Higher Education Service Group Executive</i>
15	Brexit and our European Unions (EU) colleagues	<i>Yorkshire - Humberside Region</i>
16	No to a Hard Brexit	<i>Leeds University</i>

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17	Responsible buying in higher education institutions	<i>Higher Education Service Group Executive</i>
18	Workplace stress / resilience	<i>Higher Education Service Group Executive</i>
19	Workload / Training budgets / staff development / invest in University staff	<i>Higher Education Service Group Executive</i>
20	All University Staff are Important	<i>Scotland UNISON</i>
21	The experience of Black people in Higher Education Institutions	<i>National Black Members' Committee</i>
22	Keeping on a campaign footing	<i>Manchester Metropolitan University</i>
23	Outsourced Workers in Welsh Universities	<i>University of South Wales</i>
24	The Real Living Wage in Wales	<i>University of South Wales</i>
25	Higher Education as a Public Service	<i>University of Brighton</i>
26	End discrimination against Cuba in UK Higher Education	<i>Leeds University</i>
27*	Marketisation of Higher Education	<i>Higher Education Service Group Executive</i>

*Motion 27 was ruled 'out of order' at the first meeting of the Standing Orders Committee (SOC) and it was not on the Preliminary Agenda. Following a successful appeal, the SOC has agreed that the motion should be accepted to the Final Agenda.

Negotiating and Bargaining

1. Fair Pay for the many not the few

Conference notes that members in the Higher Education (HE) sector continue to struggle to make ends meet. There has been a significant change in public opinion on austerity and pay restraint evidenced in the outcome of the general election. Inflation rates have risen sharply over the past 12 months and now stands at 3.7% Retail Price Index (RPI) at June 2017, way above the government's target figure of 2%. Members are really feeling the pay squeeze after successive years of low wage increases and a noticeable drop in living standards. The last time that pay matched the cost of living was 2008 – a decade ago. Enough is enough. Members are prepared to fight for a fair pay manifesto for the many and not the few. Higher Education workers are demanding a decent pay rise that enables them to live and not just survive from day to day and hand to mouth.

Conference calls on the Higher Education Service Group to:

- 1) Seek to negotiate a consolidated real terms pay rise on all pay points with a flat rate increase of £1500 or 7.5% whichever is greater.
- 2) Campaign for all employers to become accredited "Real Living Wage" employers.
- 3) Campaign for a minimum hourly rate of £10 an hour where the Living Wage Foundation's "Real Living Wage" is achieved.
- 4) Campaign to eradicate the Gender Pay Gap in the sector by 2020.
- 5) Campaign to end the use of exploitative work practices including the use of zero hours contracts in the sector.
- 6) Campaign to establish a Scottish Sub-Committee of New Joint Negotiating Committee for Higher Education Staff (JNCHES) as set out under the New JNCHES Agreement. The main purpose of the sub-committee would be to deal with matters not currently being dealt with at the New JNCHES Committee.
- 7) Run a high profile pay campaign with other trade unions to engage members on the need to fight for a substantial increase in pay.
- 8) Seek to establish national / regional and branch level pay campaign structures, working jointly with the other trade unions if appropriate.
- 9) In the event that the joint pay claim is not met by the employers, seek to coordinate lawful industrial action in conjunction with fellow Higher Education trade unions, with a clear plan for escalating lawful industrial action to strengthen the campaign, in accordance with UNISON rules relating to industrial action.

Higher Education Service Group Executive

2. Senior Management Pay

Higher Education workers have undergone many years of pay restraint despite our many years of resisting and now our UK wide campaign to 'Break the Cap' this is not something our colleagues who are classed as senior management have had to endure.

Conference notes that the average pay of University Vice Chancellors is now £278k which is more than 6 times the average pay of staff and as our University and College Union (UCU) Comrades revealed in early 2017 more than 23 Universities increased their pay packages to senior management by 10% or more in the 15/16 period.

Conference recognises that many politicians across the political spectrum are beginning to recognise the unfairness of this situation and how out of touch some universities are on this. We can't rely on politicians to tackle this alone, as the then Coalition Government Minister Vince Cable noted this upward drift of salaries in 2014 as has Tory Minister Jo Johnson more recently and still nothing was done.

Conference will also note with interest that the Welsh Cabinet Secretary for Education in her remit letter to the Welsh HE Funding Council (HEFCW) for 2017/18 stated that with tax payers and students making a significant contribution of income to institutions that she expects institutions to be transparent and properly accountable for the use of those funds. Conference is also interested to note that the UK Minister of State for Universities called for senior pay restraint in his letter to HEFCE.

It is important to note that senior pay is not just in reference to Vice Chancellors, there is a growing trend for staff who are not traditionally classed as senior pay recipients to be paid in excess of 100k (121 staff in University of Bristol, 129 in University of Leeds and 136 in Cardiff University).

For too long senior pay has been hidden behind the curtain of the secretive remuneration committees, it is time to bring some transparency into how what is essentially tax payers money given via student loans is spent.

Conference believes that it is immoral and manifestly unfair that our members are losing money each year due to rising living costs whilst those at the top enjoy the fruit of our labours and claim poverty when it comes to our pay claims. There is next to zero scrutiny of this largesse by government whilst at the same time rising tuition fees are burdening students with debts that will take time to clear.

Conference calls on the Higher Education Service Group Executive to action the following:

- 1) Implement a high profile campaign to showcase the disparity of pay between University staff and their senior management, working with other Unions where possible.
- 2) Seek support from UNISON Labour Link to highlight this in the UK Parliament and all devolved parliaments/assemblies noting in particular that Education is devolved in Scotland and Wales (Northern Ireland as well but no Political fund operates in that region).
- 3) Work with other interested campaign groups such as Citizens UK to support our campaign and increase pressure on the employers.
- 4) Campaign for UCEA and/or all Funding Councils to publically report annually on Senior Pay and trends to be tracked.
- 5) Investigate governance and transparency of University remuneration committees or other relevant bodies determining senior management pay.

Cymru/Wales Region

3. Fair pay in universities

Conference believes that there is an inherent unfairness in the way in which our universities are being run, and the way in which the most senior staff are being rewarded whilst UNISON members and staff working in support services are paying the price.

Recent research in the Guardian revealed that among 17 university heads who retired between 2014 and 2016, the average final salary was £280,000. Further, as all of them benefited from a final salary pension scheme (which is now closed to new entrants) that salary fed through generously into their retirement benefits. Pensions in excess of £80,000 - more than the vast majority of UNISON members will ever earn - were reported, alongside lump sum payments in excess of £0.25 million.

Pay packages in excess of £100,000 are also common among other senior staff in universities, with above inflation rate pay increases funded by increased student fees and accommodation costs which leave young people in significant debt when they leave university.

For UNISON members, struggling with low pay; cuts in staffing levels; negligible pay rises; constant restructuring leading to increased workload and pressure from management, the report only adds to their sense of injustice, frustration and anger.

Much work has been done in the sector to improve the gender pay gap and to win fair pay for members, but the disparity between the highest and the lowest paid is blatantly unfair.

Conference calls upon the Service Group Executive to:

- 1) engage with the recently announced government consultation on leadership pay and accountability in universities, and raise these concerns;
- 2) raise awareness of the issues, including through social media, to encourage other interested parties to engage with the consultation;
- 3) work together with other relevant bodies to campaign for fairer pay and greater accountability across the Higher Education sector.

National Women's Committee

3.1

Insert new point at the end "4) to actively campaign for the abolition of the gender pay gap within the HE sector by 2020".

Higher Education Service Group Executive

4. We Need Pay Ratios in Higher Education (HE)

Conference notes:

- 1) By the end of 2017, members in Higher Education will have lost the equivalent of one fifth of their pay since 2009/10.
- 2) At the same time, Senior Managers have seen their salaries consistently increase above the rate of inflation, with twenty-three Vice Chancellors taking an increase of 10% or more last year.

Conference further notes:

- 1) Political figures from across the party political spectrum have urged restraint in Higher Education Senior Management pay, variously calling on pay to remain below that of the Prime Minister (currently £150, 402 a year) and to exceed £150,000 in only exceptional circumstances. This is still approximately ten times the salary for a member of staff on New JNCHES pay spine point 2.
- 2) The University and College Union, UCU, already supports a 10:1 maximum pay ratio in Higher Education.
- 3) The Labour Party manifesto pledged to roll out maximum pay ratios in the public sector.

Conference believes:

- a) The growing pay gap between high earners and most staff represents a strategically poor allocation of financial resources that exposes the lie told by Senior Managers that they cannot afford to pay their staff fairly;
- b) The worsening pay inequality also damages the reputation of Higher Education and sets the wrong example to our students;
- c) The implementation of a maximum 10:1 pay ratio between the highest and lowest paid staff would significantly reduce overall pay inequality, compliment national political demands and provide an incentive for Senior Managers to agree to fair pay rises for staff in future.

Conference therefore calls on the Service Group Executive to:

- 1) Seek the implementation of a maximum pay ratio in Higher Education of 10:1 through the JNCHES and other available negotiation and campaign mechanisms.
- 2) Encourage branches to utilise local campaigns, bargaining and democratic governance structures to encourage publishing of current maximum pay ratios and the introduction a maximum pay ratio of 10:1 by their employer.

University Of Bath

5. Engaging Higher Education members for LGBT equality

Conference welcomes the high level of engagement of Higher Education (HE) members in UNISON's second equality survey, conducted summer 2017, which gives useful insight into their experiences and involvement in UNISON. Conference also notes the responses from lesbian, gay, bisexual and transgender members (LGBT), which reinforce the findings from the 2016 survey that LGBT members have good levels of involvement but face particularly high levels of discrimination and unfair treatment at work. One of the most startling findings for LGBT HE members is their very low levels of confidence that if they reported discrimination they would be taken seriously, compared to all HE members responding.

Conference further notes the current context of our Higher Education members workplace experiences, which includes continuing concerns about the erosion of pay and pensions, increasing workloads and uncertainty because of the UK exiting the EU, given the high numbers of EU workers and large amounts of EU funding which Higher Education institutions rely on.

Conference expresses its concern at the increasing pressure on our HE members, noting the well-established correlation between stress, bullying and health, which impacts

particularly severely on groups of members who have faced historic disadvantage and institutional discrimination.

There are also additional fears for LGBT EU nationals, including those with non EU-partners whose status is dependent on EU person's immigration status. Their identity and relationships may not be respected or recognised in either partner's home country.

In this context, UNISON's work for equality is more important than ever. This must be embedded and visible at branch, regional and national level.

Conference notes UNISON's well-developed resources to support HE branches' work for LGBT equality, including bargaining advice, organising resources, branch LGBT officer training, and strong regional LGBT organisation.

Conference urges the Higher Education service group executive to encourage Higher Education branches to:

- a) Publicise and promote UNISON's work for LGBT equality;
- b) Seek to give LGBT members confidence that their concerns will be taken seriously;
- c) Use UNISON LGBT bargaining resources to check and improve policies;
- d) Include LGBT issues in work on the UK leaving the EU;
- e) Promote members' participation in regional LGBT groups;
- f) Seek to fill branch LGBT officer posts, and signpost them to resources, training and support available;
- g) Support local pride and other LGBT events, recognising their recruitment potential, in liaison with regional LGBT groups.

National Lesbian, Gay, Bisexual and Transgender Committee

6. Pay and the Impact on Black Staff

Conference notes that staff, particularly Black staff have seen their living standards fall in recent years and many earn less than the living wage.

A Trade Union Congress (TUC) report conducted in 2016 showed that Black workers face a "massive pay gap" which widens as they achieve more qualifications.

The research by the TUC suggested there was a 23% gap in hourly pay between Black and white university graduates. Black people with A-levels were paid 14% less on average than white workers with equivalent qualifications, while those with General Certificate of Secondary Education (GCSEs) faced a deficit of 11%.

The TUC analysed figures from the Office for National Statistics Labour Force Survey and found Black workers with a degree were paid £4.30 per hour less on average than white graduates and staff from all Black backgrounds faced a 10% pay deficit at degree level, rising to 17% for those with A-levels alone.

In addition a Freedom of Information (FOI) request was sent to 148 universities and colleges in December 2015 informing a Survey of Pay in Higher Education report

(22.6.16), which was used to help inform the motion for pay in the Higher Education Conference 2016.

Conference these are very worrying findings. Black people face a massive pay gap, even if they attempt to address this by attaining qualifications and academic degrees.

This is not about education, but about the systemic disadvantages Black workers face in the UK.

This we believe might be fueled by so-called “unconscious bias” which in reality is ingrained, institutional and insidious racism.

Conference, the National Black Members Committee (NBMC) is aware that the Joint Negotiating Committee for Higher Education Staff (JNCHES) negotiates pay for staff in universities and that UNISON continues to lobby the government for a fair pay system. However, pay settlements in recent years have been slow. It is many years since staff in Higher Education received a pay increase which was equal to the rate of inflation.

Conference therefore asks that the critical issue of Black staff facing a massive pay gap in comparison to non-Black staff is highlighted and calls upon the Higher Education Service Group Executive to:

- 1) Highlight this pay discrimination to JNCHES so that they can initiate remedial discussions with HEIs;
- 2) Provide update on the actions taken in response to the Survey of pay in HE document dated 22.06.16;
- 3) To work with the NBMC to ensure that Branches in HE are effectively monitoring their Institution’s, Equality, Diversity and Inclusion Report and feedback to their Regions for action.

National Black Members' Committee

Organising and Recruitment

7. Increasing participation of young members

The last general election saw thousands of young people registering to vote for the very first time. Youth engagement with politics led to a change in the political landscape. Subsequent debates amongst MPs has shown them that the issues important to them will be taken up by politicians when there is strength in numbers.

While young people often play central and catalysing roles in movements for democracy around the world they tend not to take part in voting at local and general elections, political party activism or trade unions.

Their involvement in the general election has shown that they are ready for change and ready to be involved in making that change. We need to take advantage of this increased interest to engage them in political activity, in the Trade Union movement and in UNISON. We can also influence young people who are still in education. Branches in Higher Education have an advantage over other service groups as we can develop working relationships with the National Union for Students (NUS) in our university. Together we can encourage today’s students to have greater involvement and participation in local and national politics.

One place to start is by increasing youth voter registration.

The importance of getting young people to participate in the political arena by registering their vote should not be underestimated. Young people in Britain are less likely to vote in elections than their older contemporaries but the turnout at the general election showed that this is changing. We must use this opportunity to engage with students, who are our future colleagues, across UK Universities. Through joint campaigning with NUS and UK Universities we managed to get an increase in the number of students registered to vote before the last general election. We need to build on that so young people continue engaging with the political movements in the UK and start to influence our politicians to create a world they want to live in.

We have to find ways to attract young people to our branches too. We need them to become active in our branches.

The policies pursued by UNISON, and in particular our International work, resonates with young people today. We need to let them know what we are about. We need to get the message out to young people working in universities that we recognise their issues and that they can make a difference if they join us. We need to tell them that they can work alongside us to pursue their campaigns and that we will be on hand to encourage, guide and support them.

We need help to get the message to young workers.

This conference calls on the Higher Education Service Group Executive to:

Seek guidance from Young Members Self Organised Group (SOG) at national level on innovative ways to communicate with young colleagues about the advantages of becoming a member of UNISON.

Develop a recruitment strategy for attracting young workers in Higher Education to become UNISON members.

Encourage branches to campaign alongside National Union of Students (NUS) and other organisations to encourage voter registration enabling students to vote in local and national elections.

Nottingham University

8. Higher Education (HE) and Voter Registration

Conference should note the significant role played by young people mobilising to vote in the last general election. UNISON activists in Higher Education played a role in this significant development by taking part in voter registration drives on their campuses around the country. Despite years of the assumption that apathy was endemic, the turnout of younger voters, many of them our students, was fantastic. However, it was still the age range with the lowest turnout and thus the most work still to be focussed on.

The Tory government have made it more likely for people to drop-off or never be on the electoral register by moving to individual voter registration. Further, the Tory Party shamefully did nothing to promote voter registration during the last general election.

This means there is useful work for us to do.

Conference calls on the Higher Education Service Group Executive to:

- i) Encourage all Higher Education branches to build lasting voter registration campaigns and centrally promote voter registration at key times of year.
- ii) Lobby within UNISON structures for appropriate national and regional resources to be directed into voter registration drives, and recognise Higher Education branches as a key front line in this work.
- iii) Work with all other Higher Education unions and the National Union of Students to produce new graphics which include politically-engaged reasons to vote, though are mindful of rules on political funding, and are adaptable to be used online, as email signatures, as fliers and within newsletters.

Manchester Metropolitan University

9. Higher Education Lesbian, Gay, Bisexual, and Transgender (LGBT) data

Conference notes that good data is an important element in driving equality change. Data on its own is just information – it changes nothing. But it can provide evidence of failure and success and of change over time. For example, robust data has been vital in UNISON's work, through the Joint Negotiating Committee for Higher Education Staff (JNCHES), to end the gender pay gap.

Conference further notes that Higher Education Institutions (HEIs) must return staff data to the Higher Education Statistical Agency (HESA) on gender, age, disability and ethnicity on an annual basis. HEIs are not currently required to either collect or return data on sexual orientation, despite it being a protected characteristic in the 2010 Equality Act.

Although it is voluntary, some HEIs do collect and return sexual orientation data and numbers doing this are increasing year on year. However the national picture is that for 70% of staff, this data is 'unknown'. This is in addition to the proportion of staff who intentionally decline to answer the question. Reasons for this high number of 'unknowns' include:

- a) Staff not being asked the question by their HEI;
- b) Staff only being asked when they joined that HEI, which for many people will be before HESA started collecting sexual orientation information at all.

Conference also notes that HESA's steps to collect information on trans staff and students have already gone through a number of changes, reflecting widespread confusion about the terms 'sex' and 'gender' and because of the need to protect the confidentiality of people's gender history. Conference welcomes UNISON's involvement in working with the sector to get this right.

Conference acknowledges that as laws and social attitudes to lesbian, gay, bisexual and transgender people have slowly changed from persecution towards equality, it has taken a long time to build people's confidence in being open about their LGBT identity. UNISON itself has only collected LGBT monitoring information on the RMS since November 2015, via My UNISON, and our own data is very incomplete.

Conference calls on the Higher Education Service Group Executive (HESGE) to work with national LGBT committee to push for improved LGBT data collection by HESA. Amongst other benefits, this will enable work to progress on examining the impact of intersectionality on the pay gap.

Conference also calls on the Service Group Executive to urge Higher Education branches to encourage members to complete both staff monitoring data and UNISON membership data on sexual orientation and trans identity/history.

National Lesbian, Gay, Bisexual and Transgender Committee

Efficient and Effective Union

10. Higher Education Role Analysis (HERA)

Conference notes that it has been some years since HERA was introduced as the tool for role analysis in the majority of UK universities as part of the National Framework Agreement. As part of that many UNISON activists were trained and accredited as HERA Role Analysts to support members wishing to have their roles evaluated, remunerated correctly for work undertaken and often to assist in the correct scoring of new roles in partnership with employers.

It is important that as activists retire or move on that we replenish and refresh our pool of analysts and reps with an understanding of HERA, in order that we are able to advise members on issues around their roles and regrading.

We call on the Higher Education Service Group Executive to undertake the following:

- I) Update and reissue UNISON's guidance around HERA and/or other role analysis schemes in place in HE for Activists and Members.
- II) Request that Regional HE Service Groups review how many trained and active role analysts they have in each branch and take action that is appropriate to address any issues.

University of South Wales

11. Higher Education Service Group Executive Accountability

Conference welcomes the motion "Member-led Democracy" passed (as amended) at last year's conference, which committed the Higher Education Service Group Executive (HESGE) to publish information about votes on significant issues.

Conference also recognises the contribution made by HESGE members who, alongside all elected lay reps, consistently give their time to further the interests of all our members on a voluntary basis.

Conference notes that when motions are passed which commit the HESGE to perform a particular task, it is in the interests of all our members that this is done as quickly as possible and within the spirit of the motion.

Conference should expect that in the interests of democratic accountability, delegates are aware of who is taking a particular task forward, the timescale involved and the expected outcome.

Conference also notes that despite its limitations, it is technically possible for a determined user to find conference motions which have been passed on the national website. Taking this service a stage further would allow users to track the progress of those decisions. Many branches use a similar methodology to ensure that decisions taken are effectively followed through.

Conference therefore calls on the Service Group Executive to:

Publish regular reports designed for all activists on how conference decisions are being applied as soon as practicable, with a timescale of anticipated completion, where appropriate.

University Of Brighton

Campaigning

12. No to excessive pay awards for Vice Chancellors and senior managers

This conference notes with concern and anger the current trend in Higher Education to gift Vice Chancellors (VCs) and other senior managers with obscene salaries. Times Higher Education reports that VCs at half of UK universities earned around five times the average (mean) salary of academic staff in 2015-16, and over the last few years have received pay rises well above what staff have had to fight hard for – 5.4% in 2014-15, and 2.2% in 2015-16 compared with 2% and 1% for staff. At time of writing, figures for 2016-17 are not yet available.

This conference believes that this trend is part of the growing culture of commercialisation in Higher Education; when universities are treated like businesses, leaders expect to earn big business salaries. This problem is often compounded by the lack of democracy and critique common to Boards of Governors.

We believe education is about social progress, scientific inquiry, and academic collaboration – not accumulating as much cash as possible out of students' pockets and off the backs of hard-working staff.

Any economic value created by universities is created by their hard-working academic and support staff. We deserve a fair share of the wealth in universities. We do not believe Vice Chancellors and senior managers deserve the obscene salaries they are being awarded.

This conference instructs the Higher Education Service Group Executive to:

- 1) Instigate an ongoing campaign, running alongside our annual pay campaigns, against excessive senior management pay, with the following demands:
 - a) a maximum salary within Higher Education set at ten times that of the lowest paid member of staff;
 - b) a requirement that university remuneration committees publish full and unredacted minutes in order that they can be held accountable for their decisions;
 - c) that Boards of Governors should have more democratically elected positions and that a democratically elected representative should always be part of the recruitment panel for new VCs.
2. Seek to work jointly on this campaign with University and College Union (UCU), National Union of Students (NUS), and other Higher Education unions;
3. Work as appropriate with Labour Link to ensure that these demands are represented within the Labour Party.

Manchester Metropolitan University

13. Putting Vice Chancellors' (VC) Pay in Perspective

Conference notes that:

The Higher Education sector is perhaps the best example of a few individuals enriching themselves from public funds.

It is true that many leaders of public institutions are receiving vast incomes for their contributions, but VC pay has captured the headlines since a) students are amassing colossal debts to access Higher Education and b) the gulf between many of our members' pay packets and those of the highest earners is enormous and increasing.

This situation, is in part, a result of the quasi-private culture creeping into Higher Education where institutions are looking to recruit "the best person for the job" and unelected business-people and self-appointed dignitaries are responsible for vast VC pay hikes at secretive remuneration committees.

The situation prompted much discussion over the summer of 2017, with architect and now critic of tuition fees, Andrew Adonis, condemning VC salaries and Jo Johnson hinting at government action over VC's receiving in excess of the Prime Minister's salary (of a mere £150,000!). The lack of personal restraint shown by most Vice Chancellors is clearly an embarrassment to the government.

This would not matter so much if it were not a kick in the teeth for thousands of dedicated Higher Education workers, many of whom are living in increasingly difficult financial circumstances.

However, the excessive pay of one Vice Chancellor does not, in arithmetic terms, equate to the pay increase necessary to redress the balance of successive below-inflationary rises for our members.

A typical University faces an increase of roughly £1.1 million in payroll costs for every 1% salary increase, so at the University of Brighton, for example, a 3% increase would equate to the cost of about twelve Vice Chancellors.

That's not to say that campaigning over excessive senior pay is not worthwhile. It is necessary to expose injustice and hypocrisy, especially when highlighting our members' demands. The Board of Universities and Colleges Employers Association (UCEA), after all, which consistently claims that inflationary rises are unaffordable, is generally made up of people "just about managing" on six-figure salaries.

It is also worthwhile looking at excessive pay of other senior staff, their privileges and perks, and calculating the collective cost of senior management teams. We should expose their supposed accountability and the fact that they are appointed, and not, like UNISON reps, elected.

As a union representing many different grades of staff, we should recognise that high or low pay is relative. With a negotiated pay scale with the top spinal point approaching £60,000 (outside London) for "highly paid professionals", it is worth considering what top rate of salary we would call for. A cap of staff salaries of £75,000 for example at the University of Brighton would save an estimated £1.5 million and ensure that the institution employed senior staff more motivated by their professional contribution than their bank balance. Maybe a pay differential of 1:5 between highest and lowest paid would better express our aspirations.

What is fundamental though, is that a reduction of VC (and senior staff) pay to sensible amounts, would not it itself fund a pay award in 2018-19 for our members, which would cover losses against inflation over recent years. For this, a significant increase in funding to universities is required, which should not come from an increase in tuition fees.

We have to demand proper funding for universities and those working in them alongside democratic accountability for those in charge.

Conference therefore calls of the Service Group Executive to:

- 1) Continue to campaign against excessive pay of senior employees, relating their calls for “pay restraint” for us, to their collective lack of self-control;
- 2) Campaign for those running Higher Education institutions and responsible for senior pay to be democratically elected and accountable;
- 3) Consider calling for maximum salary for all Higher Education employees as a way of releasing funds into the sector and making senior employees more in touch with issues faced by our members;
- 4) Campaign for a general, central government-funded increase in resources for Higher Education, combined with the abolition of tuition fees, as agreed UNISON policy;
- 5) Report back to future Higher Education Conferences on progress made.

University Of Brighton

14. BrHExit

Conference notes that existing UNISON policy states that Exiting of the European Union (EU) must not allow racists and xenophobes to use borders to divide workers. The ‘right to remain’ for EU workers and freedom of movement must be defended. Workers united in solidarity together are stronger in defending and promoting our interests across Europe.

UNISON opposes all racists and xenophobe attacks and we stand in solidarity with those facing such hatred and violence in the work place and in our communities.

UNISON Members working in UK universities are committed to ensuring that the sector remains international, open and welcoming to all. With the UK’s future relationship with the EU uncertain following the referendum on EU membership, Higher Education (HE) faces a period of considerable uncertainty for students, staff, and management.

In HE, Higher Education Statistic Agency (HESA) reports that 16 per cent of research and development funding received by UK providers in 2014/15 came from overseas sources, and the majority (68 per cent) from within the EU. UK HE has benefitted from international collaboration across EU borders.

UK Higher Education has a very strong international reputation, but this relies heavily on its ability to attract the best talent from around the world to work and live here. The HESA recorded 43,015 EU staff full-time equivalent (FTE), academic and non-academic, working in HE during 2014/15. This equates to 10.65 per cent of the total workforce. In uncertain times workers look to their trade union to campaign for their rights in the workplace.

Conference calls on the Higher Education Service Group Executive (HE SGE) to

- I) Recognise that the issue of immigration and free movement of people will continue to be a high profile issue for members working in the HE Sector and campaign for a joint statement with Universities UK (UUK)/Universities and Colleges Employers Association (UCEA) on ensuring ongoing support for those EU citizens who wish to remain in the UK following the UK's exit from the EU.
- II) Work with Labour Link to consider how we can encourage the Labour Party and other political leaders to ensure that the impact on EU research funding, EU student numbers / funding and any potential staff recruitment and retention issue in Higher Education remains at the top of the political agenda.
- III) Encourage branches to continue to campaign against any form of racial violence on campus, encouraging members to report such incidents and providing support to UNISON members who experience any form of hate crime and discrimination;
- IV) Promote UNISON's EU Migrant Workers network to existing members and encourage other EU migrant workers on campus to join UNISON.
- V) Survey members and branches on the experiences and treatment of international and EU staff and students, including any discrimination and institutions going beyond government requirements and publicise any good practice.
- VI) Organise local and national media campaign, highlighting the value of international student and staff
- VII) Campaign with other trade unions, National Union of Students (NUS) and community groups for the overthrow of restrictive legislation which affects international students and staff and no change in the immigration status of EU residents if UK leaves EU.

Higher Education Service Group Executive

15. Brexit and our European Unions (EU) colleagues

Colleagues may recall the lacklustre support by the UK Universities for any position during the Brexit Referendum despite UNISON's call to Vice Chancellors (VCs) to take a position to support EU staff and students. There are 45,000 EU citizens working in the Higher Education sector in the UK (11% of the Higher Education (HE) workforce) and they face an uncertain future around their residential and working rights. Our EU colleagues play an invaluable role in making Britain's university sector one of the best in the world.

Wherever you stand on Brexit you can't deny that our universities are propped up by an army of hardworking EU nationals, working in both academic and wider support roles. Many of these people have contributed greatly to the fabric of our country and the HE sector. It is now important that we stand up and fight to secure their futures in the UK.

The Yorkshire and Humberside Higher Education Service Group have been running a campaign calling on the region's Vice Chancellors to publically support EU citizens working in the region's universities. This follows the move by the London School of Economics who are reimbursing the costs of some potential permanent residence applications. Newcastle University and Imperial College are offering interest free loans to cover the costs of visa applications for EEA staff and their family.

At the moment we don't know exactly what rights will be of EU citizens living and working in the UK post Brexit. We believe UNISON has a role to protect its members and back any campaign that could secure their rights and employment status post Brexit.

Conference we ask the Higher Education Service Group Executive (HESGE) to:

- a) Provide a campaign pack for all branches to use to promote a national campaign supporting our EU colleagues.
- b) Call on all VCs and college principals to publically support their EU staff and to provide free legal and immigration advice to their EU staff and to explore financial support for residential and citizenship applications.

Yorkshire - Humberside Region

16. No to a Hard Brexit

Our political landscape has become dominated by the referendum decision to leave the European Union. Whatever the specific position in January 2018, there are particular principles which will defend the rights and freedoms of both UK and EU nationals working in Higher Education (HE).

At the time of writing we have not seen full details of how the Erasmus scheme will be protected – this is a key feature in helping UK and EU students experience education abroad and develops intercultural links.

We know that our campuses as well as our communities have seen an increase in racially motivated crimes in the time since the referendum. Trade unions on campus are a key feature in promoting anti-racism and making the case for equality and inclusion.

Staff in HE remain concerned that Brexit will be used as an excuse by employers to degrade terms & conditions: our campaigns need to have a focus on this aspect.

We have already seen a number of Higher Education Institutions (HEIs) offer legal and immigration help to EU staff and UNISON should applaud this.

Finally, we recognise the unresolved situation relating to the border between Northern Ireland and the Republic of Ireland and note our concern for and solidarity with our HE colleagues on both sides in relation to the impact of a new border.

Conference resolves:

- a) Higher Education Service Group Executive (HESGE) to provide a comprehensive guide to the impact of Brexit on Higher Education staff. This is not with a view to Leave or Remain, but to educate members and activists on the effects on their terms & conditions and wider implications.
- b) HESGE to call on all VCs and college principals to provide free legal and immigration advice to their EU staff.
- c) HESGE send a message of support to NUS and the European Students Union, defending Erasmus and stating Unison's support for HE staff and students impacted by Brexit.
- d) HESGE to produce a campaigns pack for all branches to use in their locality, with particular reference to devolved nations; to enable branch activists to negotiate with employers, lobby politicians and work with community and student groups and other campus unions to get the best deal for HE staff.

17. Responsible buying in higher education institutions

Conference recognises that precarious work is becoming a growing occurrence across the world as some governments seek to develop their economies at the expense of their workforces. Precarious work include workers being forced to work extremely long hours for very little or no pay, sometimes in very hazardous conditions including unsafe buildings; the growing use of child labour; the absence of proper contracts with agreed wages and conditions; not allowing workers to join unions, and the use of physical and sexual violence against workers.

Decent work, a key objective of the Strategic Development Goals (SDGs), has been widely downgraded in favour of rapid development as workers are being denied their fundamental rights. The removal of legally-binding rights is becoming more widespread as governments introduce legislation to create more 'flexibility' in the labour market: a euphemism for rolling back hard-won trade union and workers' rights.

Conference is dismayed to hear that in Bangladesh, despite the promised reforms by the government following the tragic events of Rana Plaza, decent work still eludes the millions of workers in the ready made garment industry. This practice of flexibility and denial of workers' rights is becoming more widespread as Asia becomes a hub for manufacturing because of its poor regulatory framework.

Conference recognises that there are several international treaties and codes in place that must be respected if workers are not to be abused in supply chains of goods destined for use in public services in the UK. These include the UN Guiding Principles on Business and Human Rights, International Labour Organisation (ILO) core labour conventions, the Ethical Trading Initiative (ETI) Base Code and the International Convention on Economic, Social and Cultural Rights. Conference notes that some public bodies in the UK have developed ethical procurement policies but believes that this needs to be expanded to include all public service providers.

Conference is aware that modern slavery, including forced and bonded labour, is becoming more widespread both in the UK and overseas. It is estimated that as many as 20,000 people are enslaved in the UK. Conference notes that 11% of British business leaders polled through YouGov admitted that it was "likely" modern slavery was playing a part in their supply chains.

Conference is aware that Higher Education institutions are regarded as 'commercial organisations' for the purposes of the Modern Slavery Act, and as such, must produce a statement (if the turnover is in excess of £36m pa) showing how it is addressing potential serious abuses in its supply chains. Conference believes all Higher Education institutions should proactively demonstrate how they are tackling abuses in their supply chains as they purchase not only office supplies but technical equipment, food, beverages and branded merchandise.

Several university procurement consortiums have produced policies and codes of conduct for suppliers which conference applauds. Conference would like to see all Higher Education institutions produce codes which place a responsibility on suppliers to disclose their factory locations.

Conference further believes that UNISON members in Higher Education, as well as in private companies providing public services, have an important role to play in ensuring their employers source ethically to ensure there is no exploitation in their supply chains.

Conference therefore calls on the Higher Education Service Group Executive to:

- 1) Work with the NEC international committee to promote UNISON's ethical procurement policy including its guidance on responsible buying;
- 2) Encourage branches to engage with their institutions on sustainable and ethical procurement strategies to ensure that products including clothing, footwear, electronics, food and other goods are ethically sourced;
- 3) Encourage branches to work with their institutions to ensure ethical clauses relating to Modern Slavery, Living Wage Foundation, decent work, freedom of association, sustainability and the use of Fair-trade Foundation materials are included in all contracts agreed with suppliers;
- 4) Support campaigns to close a loophole in the Modern Slavery Act so that UK companies are held responsible for abuses in their supply chains where goods or services are not destined for the UK e.g. the construction industry and education institutions in the Middle East;
- 5) Work with other trade unions and non-governmental organisations such as Labour Behind the Label and People and Planet, to support workers making goods destined for the UK market, in their campaigns for fundamental rights at work;
- 6) Encourage branches and regions to affiliate to Anti-Slavery International and Labour Behind the Label;
- 7) Call on the institutions to affiliate to Electronics Watch to monitor suppliers providing electronic equipment to the institution.

Higher Education Service Group Executive

18. Workplace stress / resilience

Work-related stress affects far too many of our members. Work-related stress is now a major issue for our union as members have to deal with workload problems day in and day out. A high level of workplace stress is stressful to our bodies, our mental health and can lead to serious ill health and absenteeism for work.

The health and safety executive definition of stress is "The reaction people have to excessive demands or pressures, arising when people try to cope with tasks, responsibilities or the types of pressure connected with their job, but find difficulty, strain or worry doing so".

A recent UNISON survey on stress revealed that workload is a major concern for members. Members working in the Higher Education sector tell us that workload pressure is a concern for them too as they struggle with extra workload pressures while operating with reduced staffing levels due to redundancies and unfilled vacancies. The work left behind is simply farmed out to someone else putting more pressure on colleagues that are already under tremendous pressures to deliver for their institutions and the students.

Workload and stress is becoming more evident and will reach a crisis if not addressed.

Many factors contribute to workplace stress and include communication, relationships, workload, change, demands and control. Many employers fail to recognise this or do anything to combat the problem of work stress.

This conference calls on the Higher Education Service Group Executive conference to:

- 1) Extend UNISON's national workload initiative with the support of the other Higher Education unions and employers to expediently produce recommendations for Higher Education Institutions on reducing workload stress on support staff;
- 2) Engage with the appropriate body to get all Higher Education Institutions to conduct risk assessments and work with the union to produce an action plan for dealing with stress and reducing instances of workload and work related stress;
- 3) Collect information on agreements and best practice in the sector to inform other institutions.

Higher Education Service Group Executive

19. Workload / Training budgets / staff development / invest in University staff

Workload issues in the sector are becoming all too commonplace. For many UNISON members working in the Higher Education sector means facing up to an unrealistic and ever increasing workload as this has now become the norm.

An excessive workload has devastating impact on staff morale, health and wellbeing. For many it will lead to stress, anxiety or depression and worthlessness. While many universities continue to make staff redundancies and not fill vacant positions it means that those that remain working are doing so because they have no other way of providing for themselves or their families. For many it is not a case of getting paid overtime, but a case of unpaid overtime.

A recent UNISON survey on workload issues has revealed that excessive workload is posing a serious health problem from anxiety to stress. Excessive workload is a major concern for the union as members are adversely affected with seeing their health affected.

Training is vital for management to understand the health issues relating to excessive workload. The employer must set aside a budget that will help them secure high quality training for those employees who have responsibility for health safety and wellbeing of staff.

A good employer will invest in its staff and will ensure that employees are not doing too much unpaid work or that vacancies are filled expediently with employees with the right skills set and training. Individuals should have a choice of working paid overtime and not carry a heavy work load to save on overtime payment.

Every employee should be able to benefit from staff development and not straggle behind because of an excessive workload.

This conference calls on the Higher Education Service Group Executive to

- a) Implement a campaign to raise the issue of workload with employers;
- b) Make workload a key negotiating issue that can be organised and recruited around;
- c) Devise and use a joint national survey to gather evidence to present to the employer and publicise using social media and other internal / external publications.

Higher Education Service Group Executive

20. All University Staff are Important

Conference believes that the biggest asset a University has is its staff – all of its staff. It is important that the University invests in this resource as simply put; without its staff there would be no University.

Furthermore, Conference fully believes that the quality of the student experience is strongly linked not just to the teaching, but the positive input that all Professional and Support staff provide. As such, Conference notes with extreme concern that Professional and Support staff are often treated as second-class workers who are deemed inferior to their academic colleagues. Too often, Professional and Support staff have substantially poorer terms and conditions and less recognition for their work than academic colleagues. During local consultations, it is not uncommon for the voices of the Professional and Support staff to be ignored while their academic colleagues are given platforms from which to influence the direction of the consultation.

Conference instructs the Higher Education Service Group Executive to:

- 1) Work with the regional HE committees to investigate the differences in treatment between the different groups of workers within Universities.
- 2) Work with the NUS to encourage them to talk about the whole University community and not just academics when running future campaigns.
- 3) Run a campaign emphasising the essential role that support staff play and the added value they bring to students and universities as a whole.
- 4) Produce associated advice and organising materials to help negotiate, campaign and recruit around these issues.
- 5) Work with Learning and Organising Services (LAOS) to develop training materials that could be run at a regional and branch level which are designed to support members in responding to formal University consultation exercises.

Scotland UNISON

21. The experience of Black people in Higher Education (HE) institutions

Conference notes with alarm and concern the steady decrease in numbers of first-time applicants to university which has decreased by 5% for UK students and 7% for the EU students. These figures are particularly concerning when broken down by age group where we will find the number of 19-year-old applicants has fallen by 9%, 20-year-olds by 9%, 20 to 24-year-olds by 15% and 25 and over by 25%. This is particularly acute for people from Black communities where statistically we know there is a higher concentration of Black applicants in older groups.

This is similarly reflected in the nursing professions where the proportion of older applicants on average is always higher in Black applicants. This figure in the UK has gone down by 23%, 10% of whom are from the Black population and generally for overseas students coming to this country figures have fallen by a staggering 98%.

It is clear that such a reduction into academia for Black students reduces our potential to hold higher POSITIONS in the career strands and limits our possibilities for work development and advancement in the political arena, the justice system, other professional occupations and society as a whole. Financial disadvantage and low socio economic

status affects our standard of living, housing, health and in turn affects our children and their life chances.

Furthermore, the experience of Black students - our members amongst them- continues to be disproportionately negative (National Union of Students (NUS) report). It is reported by the NUS, that Black people are less likely to be satisfied with their educational experience and less likely to attain first class degree status in comparison to their white peers. It is said that there are institutional barriers and (critically) neglect of Black students.

A number of things are contributory factors to this poor experience for Black students poor socio-economic backgrounds, lack of academic skills and backgrounds in creating the level of debate required to argue at academic level, racial and cultural bias which exists from application right through to marking and this is reflected in first degree status. Black students have also stated that there can be an inability to have their perspective as Black students recognised.

The prevailing lack of Black lecturers in HE institutions contributes to a lack of empathy as to the experience of Black students who complain of the lack of support and constructive feedback. Many students feel marginalised and socially excluded. The inability of Black students on average to compete at the same financial advantage precludes them to increased stress and the requirement for additional specific support as they go through their studies, this however is deemed to be lacking and if it is provided, it is unlikely to be culturally sensitive.

Conference asks that this critical issue is highlighted and therefore calls upon the Higher Education Service Group Executive Committee to work with the National Black Members Committee (NBMC) to:

- a) Highlight the recommendations of the NUS Race for Equality report which suggests action on a number of barriers to the participation of Black students in education via UNISON media;
- b) Seek to support campaigns that highlight the decrease in numbers of students to university, including negative experiences and reported disadvantage of Black students;
- c) Continue to recognise and challenge racism at every level of education institutions just as UNISON has continued to do in other public sector occupations with its "Challenging Racism in the Workplace" toolkit;
- d) Highlight the impact of the institutional racism that prevails, and provide education as to the terminology of unconscious bias amongst the membership in Black Action and UNISON media;
- e) Request that regular audit be made of the employment levels of Black staff in further and Higher Education institutions via our own structures in these sector groups in order to inform our campaigning work and the wider political debate such as with the Higher Education and Research Bill in the House of Lords;
- f) Explore and discuss how to best document the experiences of Black students who have been supported via the UNISON bursary scheme and other financial initiatives which have enabled access into Higher Education and Further Education in order to gain more specific knowledge which could support improvements in the system;

- g) Continue to work with UNISON Learning and Organising team and NEC Black representatives to ensure the use of the bursary scheme is being widely encouraged within regions and branches and promote this via UNISON media.

National Black Members' Committee

22. Keeping on a campaign footing

Conference notes and very much welcomes the fact that not only did the Labour Party stand in the last election with policies very much in keeping with many of those set by our members at numerous UNISON conferences, but that those policies proved to be very popular. The future removal of a Tory government now seems possible and our policies may directly influence future government policies. Regardless, the parameters of public debate have now been widened and it is up to us to keep pushing.

Conference believes it is essential that we keep on the front foot and campaign for an education system that provides good pay and conditions for our members whilst benefiting society and being a force for social good. With this in mind, Conference believes it is time to set out our stall and start to actively campaign for a future Higher Education sector that is fundamentally transformed.

Conference calls on the Higher Education Service Group Executive to

- 1) Urgently conduct a national survey to gain members' ideas and insights about how the future of Higher Education could look, including ideas on how Higher Education institutions should be structured, governed and run, how pay should be decided, etc.
- 2) Use this data and combine it with existing positions set by this and previous conference decisions, along with research and guidance by UNISON staff, in order to draw up a ten-point plan of action for the future of Higher Education. Each demand or vision should be backed up with an illustrative example of how it could be achieved.
- 3) To consult with branches over the draft of this plan, and for the final version to be amendable by future Higher Education conferences.
- 4) Seek publicity and exposure for the demands nationally and encourage local activities to use the plan for further membership engagement within branches.
- 5) Present our ten-point plan to the leadership of all main political parties and publicise their response.
- 6) Work with the Labour Link to ensure that our views continue to be transmitted within the Labour Party via all appropriate channels.

Manchester Metropolitan University

23. Outsourced Workers in Welsh Universities

Conference will note that the Welsh Government has developed a new code of practice, "Ethical Employment in Supply Chains", and will also note that Universities Wales has committed all universities in Wales to follow this code.

Conference agrees that the aim of eradicating unethical employment practices is a laudable one and notes with interest that organisations applying the code must:

- a) Appoint an Ethical Employment Champion;

- b) Put in place whistle blowing processes to identify instances of unethical employment practices in the supply chain;
- c) Include appropriate questions in the tender process about ethical employment;
- d) Ask bidders to explain the impact of low cost bids to the workers;
- e) Pay the foundation living wage;
- f) Cease use of Zero Hour Contracts;
- g) Expect that all suppliers allow Trade Union representatives to access and organise workers.

Conference will agree that this code of practice, currently only applied in Wales, is of interest to our members and calls upon the Higher Education Service Group Executive to do the following:

- 1) To support the work of the Cymru-Wales Higher Education Service Group in campaigning for all Universities in Wales to not only sign up to this code but to fulfil all responsibilities under it;
- 2) To write to Universities Wales requesting an implementation plan and timeline to achieve this;
- 3) To work with UNISON Labour-Link to highlight this in the UK Parliament and other devolved bodies, in order to put pressure on all Universities to follow suit.
- 4) To write to all Welsh Universities requesting a copy of their code of Practice action plan and whether their suppliers meet the requirements of the code.

University of South Wales

24. The Real Living Wage in Wales

Conference notes the recent success of UNISON Wales, Citizens Cymru and University and College Union (UCU) Wales in highlighting to Welsh Government how the apparently 'successful' Welsh Higher Education Sector only has one university to be Foundation Living Wage Accredited.

Conference will also note the point our union made to Welsh Government about the civic duty and the example Universities should set in the communities that they are based in.

This led to the recent intervention by the Welsh Education Cabinet Secretary to put in the remit letter to Higher Education Funding Council for Wales (HEFCW) that she expects rapid progress to create a living wage sector.

Conference calls on the Service Group Executive to undertake the following:

- a) To support the work of the Cymru-Wales Higher Education Service Group in campaigning for all Universities in Wales to become Foundation Living Wage Accredited;
- b) To monitor progress and to use outcomes to support similar campaigns in other nations and regions of UNISON;

- c) To work with UNISON Labour-Link to highlight this in the UK Parliament and other devolved bodies to put pressure on all Universities to follow suit.

25. Higher Education as a Public Service

Conference notes that:

The history of degree level education provision in the UK is long and complex, but current and recent changes are fundamentally shifting the scenario in which our members work.

As a trade union which organises public sector workers, we find our particular Service Group having to deal with the consequences of delivering a public service, which is resourced by a fragile pyramid loan scheme, where institutions are forced to compete for “customers”.

Whether Higher Education is public or private sector is to some extent an abstract question.

What we would like, and what we should be fighting for, is a fully funded system, entirely free for all students, bankrolled by general taxation and providing a service for all of society.

What we have, is a system driven by questionable league tables, open to manipulation, where universities are ranked from excellent to poor, and potentially any person or group with enough cash and self-belief can provide Higher Education on the cheap, motivated by profit.

This matters to us, because the strategy and tactics of a trade union depend on the nature of management and ownership of the “business”.

Public sector workers say, “If management can’t afford our demands, they should campaign for more funding and we will support that campaign.”

Private sector workers say “We will campaign as long as we think you have the funds to reward us properly.”

What do Higher Education workers say when their employer is genuinely short of funds and the government is happy to see institutions fail?

A fragmentation of the sector presents enormous challenges for our movement and weakens our ability to deliver collective benefits to our members. Vice Chancellors might be in competition, but we are not, and have to act collectively.

We have to recognise the situation we face and arm ourselves with the correct strategy for each scenario. Despite the changes taking place, we have to be clear about what we want and communicate it widely.

Conference therefore calls of the Service Group Executive to:

- 1) Be clear in all public material, that Higher Education is best delivered by public funding, with directly employed workers and regulated and accountable management.
- 2) Campaign against privatisation, fragmentation and competition between institutions.

- 3) Support the existing national pay bargaining system (for those institutions in it), as the best way of uniting workers in a common pay campaign for 2018-19.
- 4) Promote the argument that those institutions which claim they cannot afford to reward their workers properly must campaign for more government funding.

University of Brighton

26. End discrimination against Cuba in UK Higher Education (UK)

- 1) UNISON has a proud history of international solidarity and supporting our members in HE to create a welcoming atmosphere for international students from around the world.
- 2) UNISON is affiliated to the Cuba Solidarity Campaign (CSC) and has been since 2002.
- 3) CSC is campaigning against a recent decision by the Open University (OU) to allegedly bar the registration of a Doctor of Philosophy (PhD) student, on the grounds of Cuban nationality.
- 4) The CSC campaign reports that this bar affects a number of countries and is rooted in United States blockade legislation.
- 5) UNISON in Higher Education should be concerned about discrimination based on nationality existing in our sector, recognising that this should be subject to the Equality Act 2010.
- 6) CSC is calling for the Open University (OU) to end this discriminatory policy immediately and is lobbying the UK government to intervene.

Conference believes:

- a) That staff and students should be welcomed to the UK from around the world.
- b) That the protection afforded by the Equality Act 2010 covers a range of protected characteristics which many of us rely on day to day.
- c) That UNISON members in Higher Education should not be required to act against the Equality Act in the course of their work.

Conference calls upon the Higher Education Service Group (HE SGE):

- i) to make representations to OU that UNISON members should not be required to act outside of the Equality Act 2010;
- ii) to provide information and appropriate support to Unison members in OU should they be required by their employer to breach the Equality Act 2010;
- iii) to raise awareness of this campaign, which is relevant to staff in the Higher Education sector, to ensure staff and students are treated fairly, regardless of their nationality.

Leeds University

27. Marketisation of Higher Education (HE)

Recent Government policy for HE in England has been dominated by the pursuit of competition, markets and privatisation. This will be compounded by measures in the Higher Education and Research Bill which introduces further competition into the sector and escalates the cost of attending university.

Higher education is a public service providing benefits to the economy and to society. UNISON has long warned about the corrosive growth of profit making institutions within the English higher education sector. They serve to make the sector less democratic, less accountable and less focused on the public values intrinsic to education. This is not a model that we would want to see adopted in any devolved nation in the UK.

UNISON believes that the reputation and achievements of UK higher education has been built on principles of collaboration; education as a public good and a focus on raising excellence. The Government should be focused on enhancing these qualities and enabling more students and learners to participate rather than focus on increased marketisation and competition between institutions. UNISON believes that treating students as consumers buying a product is deeply damaging to the sector.

UNISON believes that excellent teaching, social mobility and student choice will only be achieved if we ensure that teaching and support staff across the sector have decent training working conditions and job security.

UNISON remains committed to the policy of no tuition fees for students entering higher education. A fully funded high quality higher education system that delivers for students and the wider community is a social good.

The current government are instigating a growing marketisation of higher education in England that could undermine quality. Private institutions are not a welcome addition to UK higher education.

Conference calls upon the Higher Education Service Group Executive to:

- 1) Run a high profile campaign against the abuses of challenger institutions working alongside other trade unions and the National Union of Students (NUS), arguing that these institutions will have a significant impact on the salaries, pensions and other terms and conditions, starting a race to the bottom for staff;
- 2) Lobby vice chancellors and work with sympathetic vice chancellors and Members of Parliament and find 'common ground' on the issue and produce a briefing document for MPs and members of the House of Lords on the impact.

Higher Education Service Group Executive

Amendments Ruled Out of Order

Introduces substantial new subject matter

Motion 1 Fair Pay for the many not the few

Replace point 9 with the following:

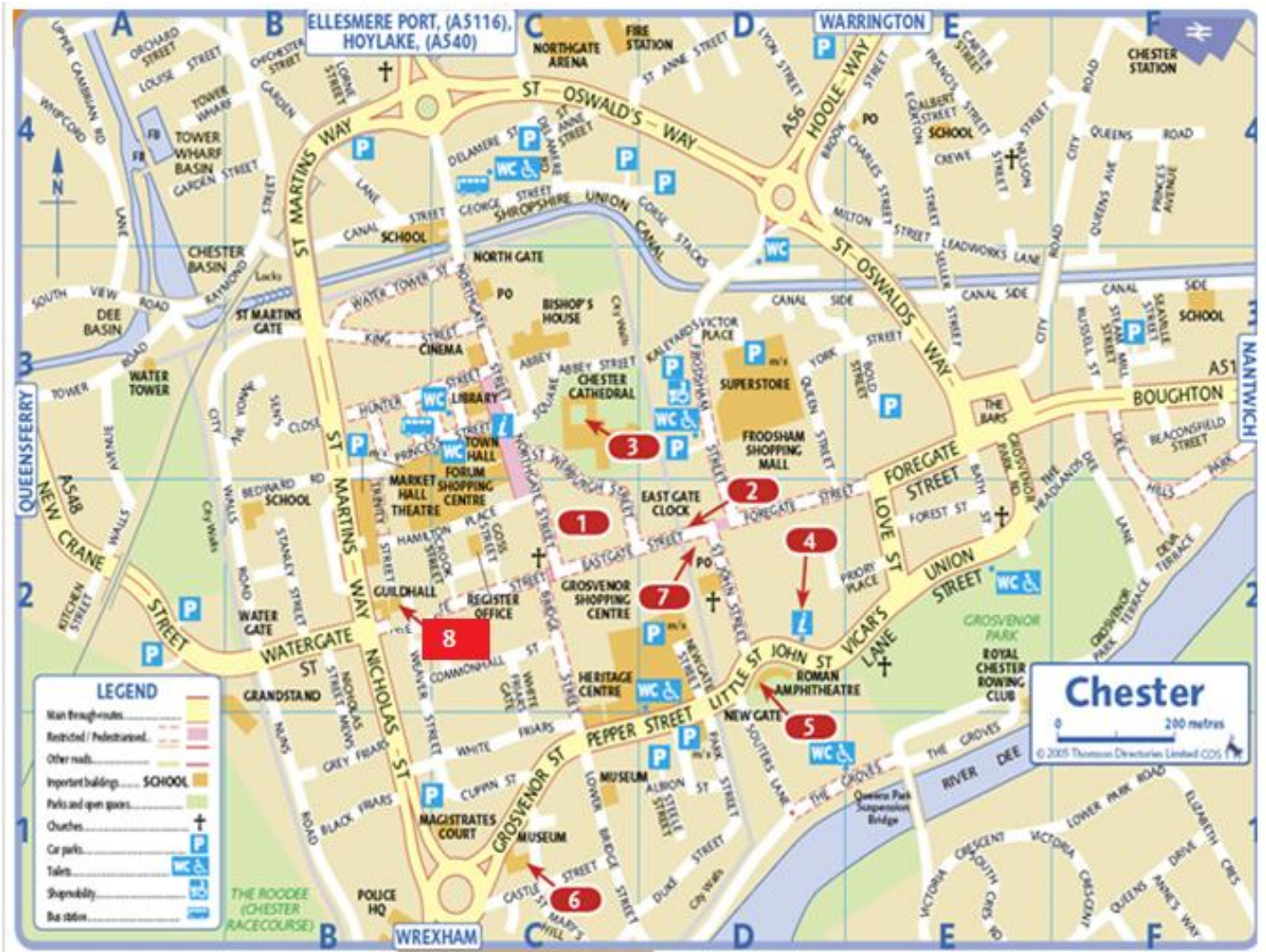
“In the event that the joint pay claim is not met by the employers, develop a strategy to achieve a better offer, through a campaign of threatened and actual, lawful industrial action, within UNISON’s rules and based on the following principles:

- a) A full consultative ballot through the branches, with help for struggling or inactive branches, with a clear recommendation for members to take part in the ballot and to vote in favour of industrial action.
- b) An instruction, with encouragement, to all HE branches involved in the joint pay claim, to actively campaign for a strong turnout and a positive vote in favour of action.
- c) For the outline of a strategy (i.e. probable dates and duration of action as an escalating campaign) to be circulated and used to show members that we are serious about securing a better deal.
- d) Emphasising to all, that legislation effectively means that non-participation in all ballots, both consultative and actual, and by members and branches, means more votes for inaction i.e. if you don’t vote, you’re accepting a pay cut.
- e) Making branches and members aware of the consequences of a below 50% turnout, by promoting turnout in a positive and engaging way, so that all members are asked at least several times, to play their part and have their say.
- e) Accepting that the results of a consultative ballot do not necessarily indicate an actual ballot result, and therefore only withdrawing from calling a full lawful ballot if the results of a consultative ballot indicate an overwhelming commitment on the part of members to accept the offer.
- f) Using all available resources to audaciously promote the idea of “2018-19 being the year that HE workers fight back over poverty pay”, making it clear that we aim to use escalating and lawful industrial action across all appropriate HEIs to ensure that all members collectively achieve a pay rise which is better than inflation.”

University of Brighton

4 How to find us

Map and Directions



1. The Chester Rows
2. Eastgate Clock
3. Chester Cathedral
4. Chester Visitor Centre

5. Roman Amphitheatre
6. Grosvenor Museum
7. Grosvenor Mall
8. Crowne Plaza Hotel

How to get there

Train

Chester train station is just under a mile from the hotel. There is a taxi rank outside the main station entrance.

For details of train services, please refer to www.nationalrail.co.uk

Road

Chester is linked directly to the national motorway system via M53 and all major regions of the UK are easily accessible from the City. A route planner can be found on the Crowne Plaza's website.

Park and Ride

There are four park and ride locations in Chester and buses into the city run every 10 minutes. For more information, please visit <https://cheshirewestandchester.gov.uk/residents/transport-and-roads/public-transport/buses/park-and-ride.aspx>

Parking

The hotel has its own 80 space car park. Parking will be free for delegates and offered on a first come, first served basis. On leaving the conference, please have your parking ticket validated by the hotel reception. If the car park is full there are two alternative car parks on Market Street and Trinity Street.

Air

Liverpool airport is approximately 30 minutes and Manchester Airport approximately 40 minutes from the city by road. There are through trains from Manchester Airport to Chester train station.

5 Conference and Venue information

Crowne Plaza Chester

Trinity Street
Chester
CH1 2BD

Tel: 0871 942 9162

Website: www.crowneplaza.com/Chester

Conference information

Conference enquiry desk

The conference enquiry desk will be in the Chester Suite. It is responsible for all administrative and organisational matters. This is where you should go if you have any queries concerning the administration of conference or if you lose your conference credentials. The desk will be open:

Wednesday	2.00pm - 5.30pm
Thursday	8.30am - 5.15pm

Conference hall

The conference hall will be in the Kings Suite on the first floor. Delegate and sharer 1's will be seated in their regions at the front of the hall and visitors and sharer 2's towards the back of the hall.

Credentials photographs

If you require a photograph for your credentials, please go to the conference enquiry desk.

Card vote collection desk

The card vote collection desk will be in the Chester Suite and this is where you collect your card vote booklet. The desk will be open:

Wednesday	2.00pm – 5.30pm
Thursday	8.30am – 5.00pm

Catering

Refreshments are available from the bar and lounge area.

Cloakroom

A free cloakroom on Thursday will be available via the hotel reception.

Exhibitions

Exhibitions will be in the Chester suite. The exhibition contains a range of stalls representing services to members, campaigning and voluntary organisations. This will be open from 8.30am on Thursday.

First Aid

Please speak to the conference enquiry desk, a UNISON steward or the hotel reception if you require first aid.

Wi-fi

Free wi-fi is available.

UNISON Conference App

The conference app includes information in this guide and gives you the chance to meet and chat to other members at the conference. The app can be used on smart phones and tablets and is available on Google play or in the app store. There is also a web version containing the agenda and online version of the conference guide.

You can browse the conference agenda and standing orders committee reports, use the floor plans of venue to find your meeting and connect with other delegates by viewing their posts and pictures or posting your own. You can also save details of meetings you want to attend.

If you have registered your email address for the conference, you will receive an email with all details of how to access and use the app.

Prayer room

The prayer room is available for all delegates and visitors to use on request. Please go to the conference enquiry desk for further details.

Safety and security

Safety for everyone attending conference is a key priority for UNISON. In light of recent events, we have reviewed our safety and security procedures and have in place a number of security measures to make conference as safe and secure as possible. Whilst at conference, it is important to take precautions to minimise potential risks and safeguard yourself. You will need to wear your credentials in the venue but remember to take them off when you leave. Keep your belongings close and secure whilst in the venue and report any unattended bags immediately to the venue. No bags may be left in the conference hall during lunchtimes and any unattended bags will be removed.

Please familiarise yourself with the nearest fire exit, at the venue and your hotel. In the event of an emergency, please follow the venue's instruction.

If you require a Personal Emergency Evacuation Plan (PEEP) and have not already requested one, you can do [on](#) the Online Conference System (OCS) via My UNISON.

You can also register your emergency contact details on OCS via My UNISON.

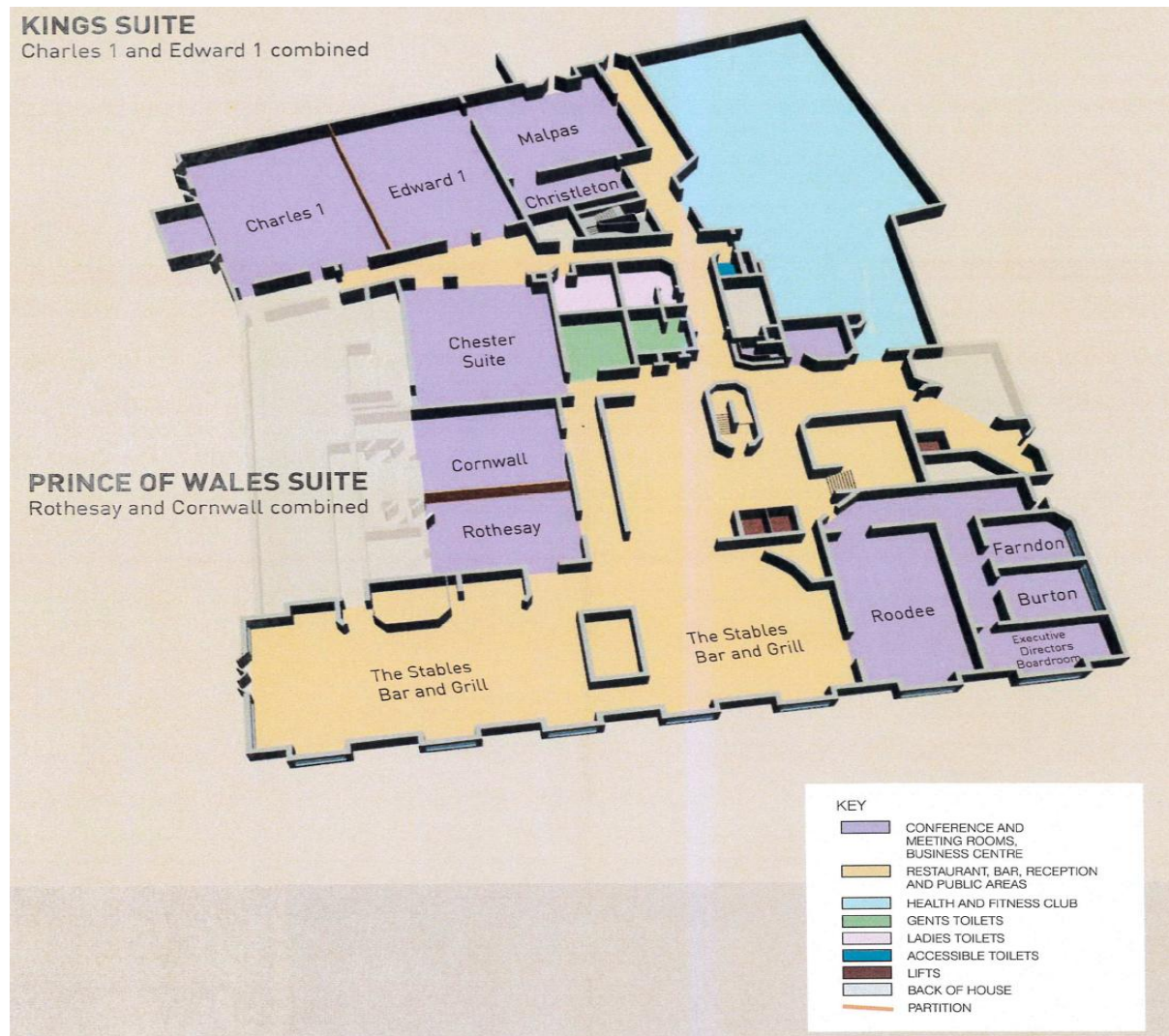
Access and facilitation

UNISON recognises the importance of making conference as accessible as possible and all delegates have the opportunity to register for provision of services to make conference accessible to them.

For questions about access prior to conference, please call the conference office on 0207 121 5123 or email a.costi@unison.co.uk. At conference, please contact the conference enquiry desk.

For the venues accessibility guide, please visit their website, <https://www.ihg.com/crowneplaza/hotels/gb/en/chester/chets/hoteldetail/accessibility#>

Crowne Plaza Chester – Floor plans



6 UNISON Rules and Standing Orders

RULE D - SERVICE GROUP CONFERENCE

(See page 16 of UNISON Rules)

- 3.4.1. Each Service Group shall hold a Conference annually, for a period not exceeding three days.
- 3.4.2. The policies of a Service Group shall be determined by the Group's Conference.
- 3.4.3 Arrangements for the Conference shall be made by the Group's Executive in accordance with the Standing Orders.
- 3.4.4 Each Service Group shall have a Standing Orders Committee comprising either a panel of members of the Standing Orders Committee of the National Delegate Conference or two representatives from and nominated by the members of the Standing Orders Committee of the National Delegate Conference, together with representatives from the Service Group.
- 3.4.5 Delegates to the Conference shall be elected annually in accordance with a scheme to be drawn up by the Group's Executive and approved by the Group Conference.
- 3.4.6 The following members shall have the right to attend the Conference and to speak, but not to vote:
 - 1 All members of the Group's Executive (subject, in the case of the members who are also members of the Standing Orders Committee, to the rules of that committee).
 - 2 The General Secretary, Associate General Secretaries, Deputy General Secretaries, head of group and such other staff as the National Executive Council, General Secretary, Group Executive or head of group may determine.
 - 3 One representative from each professional and sectional body.
 - 4 The chairperson of the Group's Standing Orders Committee.
 - 5. Two representatives of each Service Group Regional Committee.
 - 6 Two representatives (being members of branches in the relevant Service Group) of each Self-Organised Group at national level.

7. Two representatives (being members of branches in the relevant Service Group) of the National Young Members' Forum.
- 3.4.7 The Group's Standing Orders Committee shall be present at the Conference but, except as provided for, shall take no part in the Conference proceedings.
- 3.4.8 In accordance with the rules of procedure each branch represented within the Service Group may submit motions and amendments to the Group's National Conference or any special conferences.
- 3.4.9 Each regional Higher Education Service Group Committees shall be entitled to send one delegate each to the conference. Regional Higher Education Committees will be entitled to submit motions to the Higher Education Conference.
- 3.4.10 Each Self-Organised Group at the national level may submit a total of two motions and two amendments to the Group's National Conference.
- 3.4.11 The National Young Members' Forum may submit up to two motions and two amendments to the Group's National Conference.
- 3.4.12 A special service group conference shall be convened on receipt, by the head of the service group, within any two month period, of requisitions to that effect, stating the business to be transacted, from branches representing not less than 25% of the service group membership.

RULE P - STANDING ORDERS FOR CONFERENCES

(See pages 54-59 of UNISON Rules) NB. These rules have been amended to refer to service group conferences only.

1. APPLICATION OF STANDING ORDERS

- 1.1 These Standing Orders shall apply to all meetings of the Service Group Conferences held under Rule D.3.4.
- 1.2 In the case of a Service Group Conference, the appropriate Standing Orders Committee shall have power (but is not required) to decide at the request of the Service Group Executive that it is necessary that certain Standing Orders shall not be applicable to the Conference.
- 1.3 In addition to branches acting under Rule D.3.4.8 the Service Group Executive, Service Group Regional Committee, Sector Committees and self organised groups at the National level (who may each submit a total of two motions to the Conference) may propose motions and amendments to the Conference.

2. STANDING ORDERS COMMITTEE

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one Conference until the end of the next Conference.
- 2.2 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members.
- 2.3 The functions of the Committee shall, subject to these Standing Orders, be to:
- 2.3.1 Ensure that the Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of any violation that may be brought to the Committee's notice.
- 2.3.2 Draw up the preliminary agenda and final agenda of Conference business, and the proposed hours of business, to be circulated in accordance with the timetable stated in Rule D.1.9. i.e.
1. Submissions of motions: 16 weeks
 2. Publication of preliminary agenda: 13 weeks
 3. Submission of amendments: 8 Weeks
 4. Publication of final agenda: 4 weeks
- 2.3.3 determine the order in which the business of Conference shall be conducted, subject to the approval of Conference
- 2.3.4 consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively the Committee shall:
1. decide whether such motions and amendments have been submitted in accordance with the Rules
 2. group together motions and amendments relating to the same subject, decide the order in which they should be considered and whether they should be debated and voted on separately or debated together and voted on sequentially
 3. prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of such motions and amendments
 4. refer to another representative body within the Union a motion or amendment which in the opinion of the Committee should properly be considered there; the mover shall be informed of the reason for so doing

5. have power to do all such other things as may be necessary to give effect to these Standing Orders.
- 2.4 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson of the Committee and shall be subject to ratification by Conference.

3. MOTIONS AND AMENDMENTS - PRE CONFERENCE PROCEDURE

- 3.1 Motions, amendments and other appropriate business may be proposed for the conference by the bodies set out in Rules D.1.10.3 and D.1.10.4.
- 3.2 Motions and amendments shall be sent to the National Secretary in order that the Standing Orders Committee may consider them for inclusion in the preliminary agenda.
- 3.3 The date and time by which motions and amendments to be considered for the Conference shall be received by the National Secretary shall be stated in the timetable to be published under rule D.1.9.

4-7 CONDUCT OF CONFERENCES

- 4.1 The Service Group Conference shall meet in public session, except that by direction of the Service Group Executive or by resolution of the Conference the whole or any part of Conference may be held in private. In addition to the elected delegates and those who under Rule D.3.4.6 have the right to attend and speak at Conference, the only persons permitted to attend a private session of a Conference shall be
 - 4.1.1. such members of the staff as have been authorised by the Service Group Executive or the Head of Group to attend Conference
 - 4.1.2 such other persons as the Chairperson may determine.
- 4.2 The agenda for the Service Group Conference shall be arranged so that the first session of the Conference shall be in public, subject to Rule 4.1 above.
5. Apart from the elected delegates and those persons who have the right to speak at the Service Group Conference under Rule D.3. 4. 6. no other person shall speak except by permission of the Standing Orders Committee.
6. Any questions of procedure or order raised during a Conference shall be decided by the Chairperson whose ruling shall be final and binding.
- 7.1 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume her/his seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.

- 7.2 The Chairperson may call attention to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member and may direct such a member to discontinue his or her speech.
- 7.3 The Chairperson shall have power to call any person to order who is causing a disturbance in any session of Conference and if that person refuses to obey the Chairperson, she/he shall be named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of that Conference.

8. VOTING

- 8.1 The method of voting shall be by a show of hands of the delegates present, unless a card vote is called by the Chairperson or immediately after the result of the show of hands has been declared by at least 10 per cent of the delegates registered at the Conference.
- 8.2 On a card vote, the delegate or delegates of a branch or group of branches shall be entitled to cast a total number of votes in accordance with the card issued to them in respect of their branch membership and such votes will be cast as a single block or may be divided in line with a branch mandate.
- 8.3 In the event of a card vote being called or demanded, the card vote shall be taken immediately after it has been demanded, but no business shall be suspended pending the declaration of the result of the vote except that which in the Chairperson's opinion may be directly affected by that result.

9. TELLERS

- 9.1 Conference shall appoint delegates to act as tellers for the duration of the Conference.

10. WITHDRAWALS OF MOTIONS AND AMENDMENTS

- 10.1 A motion or amendment which is shown on the final agenda may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.

11. MOTIONS AND AMENDMENTS NOT ON AGENDA

- 11.1 A motion or amendment which is not shown on the final agenda may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by the following rules:

- 11.2 Such motion or amendment shall be in writing, signed by the Secretary and Chairperson of the branch or branches on whose behalf it is submitted and shall be sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.
- 11.3 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.
- 11.4 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

12. PROCEDURAL MOTIONS

The following procedural motions may be moved at any time without previous notice on the agenda:

- 12.1 That the question be now put, provided that:
 1. the Chairperson may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed
 2. if the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.
- 12.2 That the Conference proceed to the next business
- 12.3 That the debate be adjourned
- 12.4 That the Conference (or any part thereof) be held in private session provided that:
- 12.5 A motion under Rules P12.1, P12.2 and P12.3 shall be immediately put to the vote without discussion and no amendment shall be allowed
- 12.6 The Chairperson may at her/his discretion permit a motion under Rule P12.4 to be discussed and amendments moved.
- 12.7 No motion under Rules P12.2 or P12.3 shall be moved by a person who has spoken on the motion or amendment in question.

13. AMENDMENTS TO A MOTION

- 13.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to Rule P.16.
- 13.2 When an amendment is defeated, a further amendment may be moved to the original motion.
- 13.3 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.
- 13.4 A delegate shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.

14. LIMIT OF SPEECHES

- 14.1 The mover of a motion or an amendment shall not be allowed to speak for more than five minutes and each succeeding speaker for not more than three minutes, except where the Standing Orders Committee have decided otherwise.
- 14.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes, introducing no new material.

15. POINTS OF ORDER

- 15.1 A delegate may at any stage in a Conference raise a point of order if she/he considers that the business is not being conducted in accordance with the Union's Rules and Standing Orders.
- 15.2 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.
- 15.3 The Chairperson's ruling on the point of order is final.

16. GROUPED DEBATES AND SEQUENTIAL VOTING

- 16.1 Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference.
- 16.2 The following procedure will be followed:
 - 1. The Chairperson will advise Conference of the order of business and of the sequence in which motions and amendments will be

moved and voted on following a general debate, and of the effect of certain proposals on others.

2. All motions and amendments included in the debate shall be moved.
3. The general debate shall take place.
4. The Chairperson shall again state the order of voting and shall advise Conference which, if any, motions or amendments will fall if others are carried.
5. Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
6. A debate being conducted under this procedure may not be adjourned until after all the motions and amendments have been moved.

17. REPORTS BY SERVICE GROUP EXECUTIVE

- 17.1 After the opening of Conference the Service Group Executive shall present its report for the past year.
- 17.2 If the Service Group Executive presents a report to Conference which contains proposals or recommendations requiring approval and adoption by Conference, the Executive shall submit it under a motion seeking such approval and adoption.

18. REFERENCE OF OUTSTANDING ITEMS TO THE SERVICE GROUP EXECUTIVE

- 18.1 If at the end of the Service Group Conference, the business of the Conference has not been concluded, all motions and amendments then outstanding shall stand referred to the Service Group Executive. The Service Group Executive in turn shall then report back to the appropriate branch or body its decision on these matters. All such motions and amendments shall be responded to at least one month before the deadline for submission of motions and amendments to the following year's Conference.

19. SUSPENSION OF STANDING ORDERS

- 19.1 Any one or more of these Standing Orders maybe suspended by a resolution of Conference in relation to a specific item of business properly before that Conference and to the proceedings thereon at that Conference, provided that at least two-thirds of the delegates present and voting shall vote for the resolution, or in the case of a card vote at least two-thirds of the votes cast are for the resolution.

7 Glossary of Terms

Acronyms Used In Higher Education

ACAS	Advisory, Conciliation and Arbitration Service
AMSU	Association for Managers in Student Unions now merged with the NUS
APF	Affiliated Political Fund – this fund is used to promote UNISON's political objectives via political affiliations
AUA	Association of University Administrators
BUFDG	British Universities Finance Directors Group - the representative body for finance office staff in the higher education sector in the United Kingdom.
DfE	Department for Education
DDA	Disability Discrimination Act
DEIG	Disability Equality Implementation Group – a group of 27 key stakeholders from the post 16 sector which UNISON co-chairs. The group has been established to oversee the implementation of the recommendations arising from the Commission for Disabled Staff
DBIS (BIS)	Department for Business, Innovation and Skills
ECU	Equality Challenge Unit was established in 2001 to promote equality for staff employed in the higher education sector. Their role was expanded in 2006 to cover equality and diversity issues for all students. They work in partnership with HEIs and sector organisations, undertaking projects and research and providing practical support and guidance for England, Northern Ireland and Wales. The ECU receives some funding from the Scottish Funding Council for work in Scotland
EHRC	Equality and Human Rights Commission
ELQ	Equivalent or Lower Level Qualification
FAQ	Frequently asked question
Framework Agreement	The Framework Agreement for the Modernisation of Higher Education Pay Structures: This is the 2004 pay agreement that unifies pay arrangements across the higher education sector. It addresses concerns about equal pay, and has introduced job evaluation to ensure fairness and transparency in the way staff are rewarded. It involves the creation of a single national pay spine and a common grading system for all staff groups.
GPF	General Political Fund – this fund is used to promote UNISON's political objectives. No money from this fund is paid to any political party it is used for campaigning purposes.
GuildHE	GuildHE is one of the two formal representative bodies for Higher Education in the UK. It is a Company Limited by Guarantee and a Charity. It was founded in 1967 as the Standing Conference of Principals, registered as a company in 1992 and became GuildHE in 2006.
HEA	Higher Education Academy

HEaTED	Higher Education and Technicians Education and Development
HEFCE	Higher Education Funding Council for England
HEFCW	Higher Education Funding Council for Wales
HEI	Higher Education Institution
HEIDI	Higher Education Information Data base for Institutions
HESA	Higher Education Statistics Agency
HEEON	Higher Education Equal Opportunities Network
HSE	Health and Safety Executive
HEOPs	Higher Education Occupational Physicians/Practitioners
HESH	The Higher Education Safety and Health Forum. Membership is drawn from the Universities and Colleges Employers Association (UCEA), the Trade Unions, and HSE
HERA	Higher Education Role Analysis (a HE specific job evaluation scheme).
UKCISA	UK Council for International and Student Affairs
JNCHES	Joint Negotiating Committee for Higher Education Staff. In 2001, the Universities and Colleges Employer Association (UCEA) and Higher Education unions replaced ten negotiating bodies with a single national Joint Negotiating Committee for Higher Education Staff.
LGBT	lesbian, gay, bisexual, transgender
LLUK	Lifelong Learning UK
LSC	Learning and Skills Council
MSD	Musculoskeletal Disorders
NUS	National Union of Students
RRA(A)	Race Relations Amendment Act
SHEFC	Scottish Higher Education Funding Council
TUC	Trades Union Congress
UCEA	Universities and Colleges Employers Association – which represents the employers' side on national negotiating committees.
UCU	The UCU is the University and Colleges Union. It represents academics and some senior support staff in higher education. It was formed by the amalgamation of the Association of University Teachers (AUT) and (NATFHE) - The National Association of Teachers in Further and Higher Education
Universities UK	Universities UK has 133 members, the executive heads of all the UK HE institutions. They were formally known as the Committee of Vice Chancellors and Principals (CVCP)